Australian Government

Department of Defence

DEFENCE ENVIRONMENT AND HERITAGE PANEL

Standing Offer Notice - (SON ID - SON2030181)

2014 – 2021

USER GUIDE

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Australian Government
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Version Control

This document is designed as a user guide for four entities that may use the Defence Environment and Heritage Panel. Firstly those responsible for day-to-day operations of the DEHP, second: internal Defence users, third: Industry who require guidance on Defence procedure for the DEHP and finally any other Commonwealth entity that may require the services offered under the DEHP arrangements.

This document will remain the property of the Defence Environment and Heritage Panel – Panel Manager.

The following version control table is to be updated with each amendment of the User Guide.

Version No.	Amendment Details	Author of Amendment	Date
1.0			February 2014
1.1		DEHP Manager	February 2015
1.2	CPI indexation section updated	Jenny Jiang	March 2015
1.3	Updated Annual Performance Review Assessment Methodology and Contract Performance Review Matrix	Kevin Au Yeung	April 2015
1.4	Updated sections on 'Using the DEHP'	Jenny Jiang	April 2015
1.5	Managerial endorsement	Peter Ellis DEHP Manager	May 2015

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Introduction

The DEHP User Guide is an operational procedures manual for the Defence Environment and Heritage Panel Deed (DEHP).

It is designed as a practical tool to assist Department of Defence (Defence) personnel, Commonwealth entities and selected industry partners with guidelines for ongoing use and management of the DEHP to ensure optimum outcomes are achieved for Defence.

Use of this document

The DEHP User Guide is presented in five Parts:

1. **GENERAL DEHP INFORMATION**
2. **GUIDE TO THE DEHP FOR DEFENCE**
3. **GUIDE TO THE DEHP FOR INDUSTRY MEMBERS**
4. **GUIDE TO THE DEHP FOR COMMONWEALTH AGENCIES**
5. **PERFORMANCE MANAGEMENT (applicable to Defence engagements only)**

The DEHP User Guide does not include all tasks or obligations and is not intended to replace the DEHP Deed. If any ambiguities arise between the DEHP User Manual and the DEHP Deed, the DEHP Deed takes precedence.

Any suggestions to the DEHP User Guide should be forwarded to the Panel Manager at the following email address: BDP.DEHP@defence.gov.au

PART ONE

GENERAL DEHP INFORMATION

Background

The Defence Support and Reform Group (DSRG) within the Department of Defence has established the Defence Environment and Heritage Panel (DEHP) (intranet / WWW) which is a Commonwealth Standing Offer Standing Offer Notice - (SON ID - SON2030181) for the provision of ongoing specialist environmental and heritage services, including the management of contamination, remediation and unexploded ordnance. The DEHP will support the Department of Defence, the Defence Materiel Organisation (Defence), and other Commonwealth entities (as required) in locations across Australia.

The primary purpose of the of the DEHP is to enable Defence to access specialist environmental, heritage and contamination remediation and unexploded ordnance services that are not integral to Defence.

Key Defence / Commonwealth Objectives

The Defence environmental objectives that underpin Panel outcomes include:

- To implement **innovative best practice approaches** to environmental management;
- To integrate **sustainable environmental management**, including resource efficiency and pollution prevention into Defence activities, processes and decisions;
- To establish **clear lines of accountability** for environmental outcomes;
- To **raise the environmental awareness** of Defence personnel through education, training and access to information;
- To **measure and report environmental performance**; and
- To establish **strategic partnerships** with key environmental stakeholders.

DEHP Categories

To achieve their environmental objectives, Defence has appointed industry specialists to the DEHP under six categories of service. A synopsis of the Defence requirement is below:

A. Environmental Management Systems.

The Defence EMS provides the vehicle for managing potential and existing environmental risks and is consistent with the International Standards Organisation standard on Environmental Management Systems (ISO 14001). The EMS integrates responsible and sustainable environmental practices into business management structures to control the impacts of Defence's activities on the environment. It provides a structured approach to planning and implementing environmental protection measures and promotes environmental planning, management, checking, reporting and review to ensure continual improvement.

B. Energy Efficiency, Environmental Resource Management and Sustainability.

B1: Energy,
B2: Climate Change
B3: Sustainable Buildings and Estate

Energy is a critical requirement for Defence to maintain and enhance its capability and as such Defence is committed to best practice energy management. Efficient and effective energy management is fundamental to Defence. Reducing energy consumption through increased efficiency will lead to monetary savings for Defence. Additionally, alternative energy generation options will enhance energy security and maintain capability.

Defence is committed to:

- Improving energy security to maintain and enhance capability;
- Integrating resource efficiency into activities, business processes and decisions;
- Exploring renewable energy generation options;
- Reducing carbon emissions;
- Innovative best practice approaches to energy management;
- Measuring and monitoring energy consumption; and
- Meeting reporting and other requirements of Commonwealth Government Policy, including those set out by Energy Efficiency in Government Operations (EEGO) Policy.

In addition to greenhouse gas mitigation, Defence is also investigating potential climate change impacts on the Defence Estate and possible adaptation measures.

Defence is also committed to implementing sustainable infrastructure design and management across the Estate to meet the objectives of the Environmental Strategic Plan and other relevant Defence and Commonwealth Policy and Strategies. Through implementing sustainable design principles, Defence aims to:

- improve the efficiency and sustainability of the Estate;
- minimise costs on a whole-of-life basis; and
- minimise resource consumption.

B4: Water

Water is a critical requirement for Defence to maintain and enhance its capability and as such Defence is committed to best practice water management. Efficient and effective water management is fundamental to Defence.

Reducing water consumption through increased efficiency and leak minimisation will lead to monetary savings for Defence. Additionally, using fit-for-purpose options will enhance water security and maintain capability.

Defence is committed to:

- Improving water security to maintain and enhance capability;
- Integrating resource efficiency into activities, business processes and decisions;
- Exploring fit-for-purpose water options;
- Innovative best practice approaches to water management;
- Measuring and monitoring water consumption; and
- Meeting reporting and other requirements of Commonwealth Government Policy.

B5: Waste Minimisation

The diverse nature of Defence activities generates a significant amount of waste. This waste ranges from white office paper, construction, landfill waste (non hazardous), to food scraps in messes. The Defence Waste Minimisation Policy aims to reduce the amount of waste materials generated by Defence being deposited to landfill. This Policy provides a framework within which waste can be managed effectively in accordance with the fundamental principles of the waste management hierarchy as well as being consistent with best practice environmental management.

Defence is committed to:

- Waste avoidance;
- Waste minimisation;
- Recycling;
- Re-use; and
- Minimising the amount of waste from Defence sites being sent to landfill.

B6: Sustainable Procurement

Defence is seeking to be at the forefront of environmental purchasing practices through:

- Buying goods and services that seek to minimize possible environmental impact;
- Working with industry to encourage continuous reduction in the adverse environmental impact of goods and services; and
- Assess the environmental impact of goods and services against informed and internationally recognised standards and methods.

While these goods and services are necessary for Defence to achieve their outcomes, they do have an environmental impact. This impact includes greenhouse gas emissions (such as from energy consumption in buildings and from vehicles), waste to landfill from paper, equipment and office refurbishments as well as consumption of scarce resources such as fresh water and fossil fuels.

C. Biodiversity, Landscape Management, Environmental Impact Assessment and Bushfire Preparedness Planning.

C1: Environmental Impact Assessment

Defence manages vast and varied land, sea and air environments, each with their own ecosystems and conservation needs. Capability and infrastructure development and maintenance, land and sea military exercises and other activities can cause a diverse range of environmental impacts. These may include effects on air and water quality, flora and fauna, heritage and the marine environment. As a result there is an ongoing need to critically assess the environmental impacts of proposed Defence actions, report these and where relevant prepare EPBC referrals and associated approval documentation.

C2: Biodiversity and Landscape Management

Defence has a requirement to collect baseline and activity-specific data to ensure that Defence can monitor environmental management performance during activities affecting Defence assets and the interests of Defence neighbours. A wide range of planning and management activities must also occur to ensure natural ecosystems and landscapes are sustained across the Estate, and to maintain Defence's reputation as a "good neighbour". Aspects of the environment dealt with by these plans and actions may include but are not limited to; vegetation, fauna, pest species, weeds, other biosecurity risks, wetlands, soils and overabundant native species.

C3: Bushfire Preparedness Planning

Defence has 157[1] sites which are currently identified as bushfire prone. These sites may be situated within or adjacent to extensive tracts of fire prone vegetation or are large training areas incorporating a range of relatively well conserved ecosystems that require appropriate fire regimes to maintain their diversity, health and condition.

Defence has developed national bushfire policy and guidelines for bushfire management that are guided by the principles of the Australian Government's National Bushfire Policy Statement covering protection of human life as the highest consideration, the importance of bushfire risk awareness, preparedness, and proactive planning for bushfire survival.

[1] **NOTE:** The number of sites may increase or decrease during the Panel life.

D. Contaminated Sites Assessment and Management and Pollution Prevention, (including Unexploded Ordnance Related Materials Assessment and Management).

D1: Contaminated Sites Assessment and Management

Contamination of the environment can have a range of legal, environmental, economic, social and planning implications for the Commonwealth and the wider community. The presence of contamination can limit the uses that the Commonwealth may have for its property and has the potential to significantly increase costs for redevelopment and day-to-day management.

Contamination of Defence terrestrial and marine environments, like that on sites historically used for industrial purposes, is principally due to past practices, a lack of adequate planning to improve processes and/or an inadequate appreciation of the infrastructure or technology required to manage potentially contaminating activities. Many sites date back to World War II, when managing these issues was not recognised as a priority. Today, where contamination is identified, Defence applies appropriate management in order to safeguard human health, protect the environment and limit Commonwealth and taxpayer liabilities.

To ensure the most effective and efficient management of contamination on Defence sites (including the prevention of contamination and the management of current contamination and site remediation) Defence operates the Defence Environmental Remediation Programs (DERP) to deliver a series of projects that implement remediation activities on a risk basis where contamination risks have been identified.

Potential projects cover all aspects of contamination including general contamination, biological radioactive contamination, unexploded ordnance and explosive ordnance waste contamination and chemical warfare materials related contamination and involves potential contaminants including but not limited to fuels, solvents, chemicals, acids, heavy metals, asbestos, aqueous film forming foam (AFFF), explosive ordnance residues, pesticides, and other organic and inorganic contaminants.

D2: Unexploded Ordnance Related Materials Assessment and Management

Defence implements the Australian Government Policy: *Management of Land affected by Unexploded Ordnance (UXO)1999* by managing environments affected by UXO. Defence requires UXO specialists for UXO and derelict explosive ordnance assessment and management across the Defence Estate, on non-Defence land and in the marine environment.

D3: Pollution Prevention

Defence aims to contribute to the sustainable use of our land, air and water resources while continuing to achieve core business objectives. The potential for pollution on Defence sites varies depending on the activities that are conducted. Activities are conducted on land, air and water and may include the use of specialised and potentially hazardous materials. The task of managing the risk to the associated land, air and water resources is complex and pollution prevention is guided by the Defence Pollution Preventions Strategy.

Defence is committed to:

- Protecting the health of Defence personnel and the public;
- Maximizing the future value of Defence land through sustainable use of resources and assets;
- Preventing land, surface water and/or ground water pollution occurring;
- Conserving biodiversity and ecological integrity; and
- Achieving compliance with regulatory authorities.

E. Heritage Assessment and Management

E1: Historic Heritage Assessment and Management

As one of Australia's largest land managers Defence is responsible for the preservation and management of historic heritage places. Defence must meet the challenges of balancing the requirement to preserve historic heritage values while still enabling Defence's operational and capability requirements.

E2: Natural Heritage Assessment and Management

As one of Australia's largest land managers Defence is responsible for the preservation and management of natural heritage places. Defence must meet the challenges of balancing the requirement to preserve natural heritage values while still enabling Defence's operational and capability requirements.

E3: Indigenous Heritage Assessment and Management

As one of Australia's largest land managers Defence is responsible for the preservation and management of Indigenous heritage places. Defence must meet the challenges of balancing the requirement to preserve Indigenous heritage values while still enabling Defence's operational and capability requirements.

F. Contamination Remediation Works (including Unexploded Ordnance Remediation Works)

F1: Contamination Remediation Works

Defence has a legacy of contaminated sites from past industrial and military practices that require considered management using a risk based approach. As part of the national risk based program to manage contamination risks across the Estate, Defence undertakes active contamination management and remediation action as required. Experienced civil remediation works contractors implement these management and remediation actions to assist Defence in mitigating the contamination risks to human health and the environment.

F2: UXO Unexploded Ordnance Remediation Works

As a part of the implementation of the Commonwealth Policy in the *Management of Land affected by Unexploded Ordnance (UXO)*, Defence requires UXO specialists to develop and conduct UXO remediation across the Defence Estate, including destruction strategies.

DEHP Category of Service Table

The DEHP Category of Service Table outlines category specialist support deliverables that are offered by the selected companies is at **Annex A.**

Details of the selected companies are available on the following Defence portal:

http://www.defence.gov.au/estatemanagement/support/DEHP/default.asp

Term of the Deed (Deed Reference 1.3)

The Deed is legally binding from the 9th February 2014 for a period of 3 years with 2 x 2 year extensions. The Commonwealth may extend the Term of the Deed for one two year period and subsequently the next period (or a four year period) but not past 10 February 2021. Any extension must be provided in writing not less than three (3) months before expiry of the current term.

The conditions of the contract for Service Category A, B, C D and E are set out in:

1. the conditions of the Deed
2. the Attachments to the conditions of the Deed
3. the Official Order (including Special Conditions) and
4. any documents included by reference as part of the contract.

The conditions of the contract for Service Category F are set out in:

1. Attachment O (General Remediation Contract) or Attachment P (Toxic Remnants of War Remediation Contract (which ever is specified in the Official Order)
2. the conditions of the Deed
3. the Attachments to the conditions of the Deed
4. the Official Order (including Special Conditions) and
5. any documents included by reference as part of the contract.

Roles and Responsibilities

DEHP Director

The DEHP Director is responsible for:

1. Decision-making and guidance of daily panel management
2. Governance relating to the Panel
3. Performance Management for Deed (not individual contracts)
4. Annual Reviews
5. CPI Increase Reviews

DEHP Manager

The DEHP Manager is responsible for:

1. Maintaining the DEHP Deed
2. Maintaining strategic relationships and liaising with DEHP members
3. Providing advice to users of the DEHP
4. Maintaining the DEHP Database on DEQMS
5. Registering and providing an activity register number for all engagements
6. Collating all DEHP information on registered DEHP engagements (financial and performance management)
7. Conducting Annual Performance Reviews, including determining the Final Performance Rating.

Contacting the DEHP Manager

The DEHP Manager can be contacted via BDP.DEHP@defence.gov.au

Commonwealth Contract Manager [2]

The Commonwealth Contract Manager is responsible for:

1. Ensuring the appropriate use of the DEHP for environmental and heritage tasks and services
2. Undertaking all activities required for the procurement process in accordance with relevant policy
3. Registering the engagement with the DEHP Manager prior to seeking services off the DEHP
4. All governance related to the management of the contract, the resolution of issues relating to the delivery of tasks and services
5. Liaising with DEHP member during the course of the task or service to ensure optimum outcomes for the Commonwealth and Defence
6. Ensuring the completion of Engagement Performance Reviews (this includes providing EPRs to the DEHP Manager no later than 14 days after the completion of the engagement)

[2] A Commonwealth Contract Manager is any Commonwealth employee person who engages a company to provide services under the DEHP.

Contractor Panel Representative

The Contractor Panel Representative is responsible for:

1. Maintaining a close relationship with DEHP Manager
2. Providing accurate and up-to-date company information, including DEHP contacts to the DEHP Manager
3. Keeping the company representatives and any subcontractor(s) informed in relation to the Deed and any engagement requirements
4. Keep Defence informed on all issues relating to the services and the panel, including key personnel changes
5. Ensuring the most appropriate resources are allocated to perform the contract
6. Ensuring performance reviews are provided to the Panel Manager on completion of the engagement
7. Submitting reports to the Panel Manager

Contractor Contract Representative

The Contractor Contract Representative is responsible for:

1. Providing quality and timely services to the Commonwealth and Defence in accordance with the DEHP contract
2. Liaising with regional personnel when in their area of operation
3. Understanding and applying relevant Legislation and Defence policy
4. Maintaining contemporised business practices and expertise
5. Attending on-site, contract and annual meetings as required by the Commonwealth or Defence
6. Providing a Content Register to the Commonwealth Contract Manager within one month of the commandment of the engagement
7. Raising any delivery issues and risks to the Commonwealth Contract Manager immediately during the conduct of the engagement

PART TWO

GUIDE TO THE DEHP FOR DEFENCE

Contacting the DEHP Manager

All queries relating to the management of the DEHP are to be sent to BDP.DEHP@defence.gov.au

Using the DEHP

When a business requirement has been identified for services from the DEHP, the steps below provide guidance on procuring and managing the Services. It is important to note that all procurements from the DEHP must be conducted in accordance with the Commonwealth Procurement Rules (CPRs) and the Defence Procurement Policy Manual (DPPM). This manual does not replace any requirements from the policy documents.

The relevant templates for all procurements under the DEHP Deed can be found at the Templates page of the DEHP website, http://www.defence.gov.au/estatemanagement/support/DEHP/ .

Spending Proposal for a Project

Organisations using the DEHP will use their local approval system for a spending proposal, which typically sets out the envisaged **task**, **cost**, and **timeframe**. These three elements put boundaries around what is involved in the intended project. The approval by a qualified delegate allows the proposal to be actioned and industry to be engaged.

Consultation with Category Lead

Users of the DEHP are urged to consult with the Category Lead for their expected category of service and develop an Activity Initiation Document (AID). This will assist them in determining whether the envisaged work overlaps with data obtained in other studies, or that might be available otherwise, or is already planned for study by others.

Contact details for the Category Leads may be obtained from the DEHP Manager, or by looking up details (intranet only) for the Directors as follows:

Category	**Category Lead (Director)** within Environment and Engineering Branch, Infrastructure Division
A	Environmental and Heritage Policy Development
B	Energy Efficiency, Environment, Resource Management and Sustainability
C	Environmental Protection and Assessments
D D3	Environmental Remediation Programs Energy Efficiency, Environment, Resource Management and Sustainability
E	Environmental and Heritage Policy Development
F	Environmental Remediation Programs

Request for Quotation

The RFQTS is the template that is to be used to outline the nature and requirement of the Services.

Users of the DEHP should ensure that they review the Services (Annex A) available prior to developing the Request for Quotation and Tasking Statement (RFQTS) to ensure that the information provided for quotation is clear, unambiguous and appropriately detailed. This will assist DEHP members to understand the nature and scope of work being requested.

An authorised officer must be nominated at the bottom of the RFQTS and is responsible for seeking the quotation, managing the evaluation process on behalf of the Commonwealth, placing any official orders and administering any subsequent contracts, including conducting any performance management requirements.

The completed (and approved) RFQTS is to be forwarded to the relevant Contractor Representative(s) listed at Annex A, including the draft Official Order (which should include any special conditions to the contract, e.g. additional security requirements).

Additionally, for procurements over $200 000, specialist Procurement advice must be obtained (see below).

Tender Evaluation Plan

A Tender Evaluation Plan or TEP is required to ensure that the evaluation of a procurement activity is conducted according to the Commonwealth Procurement Rules (CPRs). It is considered good practice to approve the TEP prior to approaching the market and aligning the TEP with the request documentation, particularly for procurements at or above the relevant procurement threshold.

Although the TEB can be varied during the approach to market, it must remain consistent with the request documentation. The TEP cannot be materially changed after the tender closing date has passed to ensure there is no basis for allegations that the evaluation methodology was changed after submissions had been viewed.

A Procurement Evaluation Plan (PEP) can be developed for procurements requiring a more detailed plan. Requirements to develop a PEP may vary depending on different business rules.

Activity Registration Form

The Activity Registration Form is used to help track usage of the DEHP. Complete the Activity Registration Form available from the ‘Templates’ section of the DEHP website at http://www.defence.gov.au/estatemanagement/support/DEHP/Templates.asp. Completed forms are to be submitted to the DEHP Panel Manager at bdp.dehp@defence.gov.au.

The DEHP Panel manager will then register the activity and provide an Activity Registration Number (ARN) for the procurement. This unique registration number can then be used for all future correspondence.

Endorsement to Proceed

Prior to releasing the Approach to Market documentation (or any formal approach to suppliers) an ‘Endorsement to Proceed (ETP) MUST be obtained for Procurements with an estimated value at or above $200 000 (GST inclusive). Part of the ETP Template also requires the Defence Chief Procurement Officer (DCPO) to endorse the proposed procurement. DCPO endorsement should be sought prior to the Line Manager exercising his/her Endorsement to Proceed.

Evaluating the RFQTS

The DEHP member is required to respond to the RFQTS in the Defence provided template(s) or provide written notice declining the RFQTS by the due date specified in the RFQTS.

The DEHP member's response is to be evaluated against the documented evaluation criteria in the Evaluation Plan and a Value for Money proposition is considered in accordance with the Defence Procurement Policy Manual (DPPM) and Commonwealth Procurement Rules (CPRs). The Evaluation Team is responsible for the management of all evaluation documentation, detailed and comparative evaluation of tenders and presentation of a final Tender Evaluation Board Report (TEBR) for approval by the relevant delegate.

The Evaluation Team is also required to ensure the DEHP member's proposed rates are consistent with the Schedule of Maximum Rates in Attachment B of the DEHP Deed of Standing Offer. This can be done by sending a copy of the proposed rates in the DEHP member's response to the DEHP Panel Manager, who will then check the rates for compliance. If a fixed price has been provided, Defence is able to request a work break down structure from each company to determine rate alignment.

Tender Evaluation Board Report

The Evaluation Team is responsible for the management of all evaluation documentation, detailed and comparative evaluation of tenders and presentation of a final Tender Evaluation Board Report (TEBR).

The TEBR must be approved by a delegate and should contain the following key details:

- Background on what is being procured and the method of procurement
- Composition of the Evaluation Team, including roles and responsibilities
- References to the Tender Evaluation Plan and RFT documentation, ensuring clear alignment between each.
- An overview of the evaluation process/methodology
- Detailed descriptions of the evaluation findings.
- Summary of relevant financial and non-financial costs and benefits of each submission. The summary would generally include key merits, deficiencies and risks identified for each submission.
- Reports of External Advisors (if applicable)
- Probity Report (if applicable)
- The ranking of tenders based on value for money with the recommended preferred supplier(s)
- Identify details of any issues which need resolving during subsequent contract negotiations
- Enclosures which contain the documentation from the detailed evaluation and the individual evaluation of each submission against the evaluation criteria.

For procurements above the relevant procurement threshold ($80 000 or above), the Evaluation Team should be comprised of at least three individuals, one of whom should assume the role of chairperson. For simple procurements, a value for money assessment

must be undertaken by at least 2 individuals. Evaluation Team members should review the TEBR and acknowledge their endorsement. The Evaluation Team Chair should then complete a final quality check of the report in preparation for submission to the delegate.

PGPA Section 23(3) Commitment Approval Delegation

It is important to ensure that appropriate delegate approvals are obtained and documented while undertaking any procurement.

PGPA Act Approval for the procurement must be obtained prior to an Official Order being sent to the preferred DEHP member. The Commitment Approver must be satisfied, after reasonable enquiries, that the procurement achieves a value for money outcome.

A PGPA section 23 template is available in the Defence Procurement and Contracting Document Library.

Raise a Purchase Order

The Purchase Order should be raised using the web form SA405 and AE108-1 or the eSA405. When raising the Purchase Order, you must include the Standing Offer Number (SON 2030181), the Outline Agreement number for the DEHP member [3] and have the Activity Reference Number entered into the 'ATM ID' field.

The method of procurement to be quoted on the AE108 is "Open Tender" noting that the DEHP was established through an open tender process. Delegate signature must be obtained prior to submitting.

These forms are available on the Defence Intranet under 'Web Forms'.

PGPA Section 23(1) Enter into an Arrangement Delegation

PGPA Act Section 23(1) approval to enter into a contract can be exercised by any Defence employee, and allows them to enter into arrangement on behalf of the Commonwealth. This can be undertaken by the same person as the section 23(3) Commitment Approval delegate.

Templates for the PGPA Act Approval are available in the Defence Procurement and Contracting Document Library.

Official Order

The Official Order forms the contract, along with the terms of the Contract set out in the DEHP Deed, attachments and any special conditions. The draft Official Order is to be finalised once all the approvals and forms have been completed.

Work should only commence from the Contract Commencement Date for a majority of DEHP Services. The exception is the use of DEHP members to respond to contaminated and/or UXO assessment, management or remediation requirements. The requirement for responsive services dictates the need to confirm Services by phone or email and formal documentation to be followed up as soon as possible (with 5 working days).

[3] The Outline Agreement Number is essential. If you are not able to locate the OA number, please contact the Panel Manager.

Reporting of Contracts

All contracts with a value of $10,000.00 or more (including GST) are to be published on AusTender within 42 days of entering into, or amending the contract. ROMAN will automatically upload the information if the correct SON (2030181) is entered on the AE108.

Contracted Work

The Contractor is required to undertaker and complete the work as specified in the Official Order. A minimum of 10 working days written notice is required to be provided to the Commonwealth Contract Representative for any potential deliverable delay and is to include a detailed justification.

Any issues requiring resolution from either the contractor or Defence are to be discussed immediately between the Commonwealth Contract Representative (the officer who signed the RFQTS) and the Contractor Representative. Any issues that can not be resolved are to be managed under the Deed Dispute Resolution Process.

Variations and Scheduling Issues

The Official Order is to include any option for extension. Variations are to be managed in accordance with the DEHP.

Performance Management

The Commonwealth Contract Representative is responsible for conducting performance management as detailed in Part 5 of this manual for each engagement. An Engagement Review Assessment template is to be completed and provided to the Contractor, and the DEHP Manager (via the DEHP inbox).

Content Register

The DEHP Deed requires the Contractor to provide a Content Register to the Commonwealth Contract Manager within one month of the commencement of the engagement. This requirement is in accordance with Clause 4.4 and Attachment H of the DEHP Deed. The intent of the register is to ensure transparency in relation to the management of Intellectual Property during engagements.

The Content Register should contain the following information and is considered to be a living document that will continue to be updated as required:

1. Material – Any material that is being used by the Contractor to form opinions that is authored by other entities (e.g. Contamination Standards, Scientific Reports).
2. IP - Any IP developed (background or foreground that is fundamental to the report) for the engagement is to be listed here.
3. Commercial-in-confidence Information. Any commercial information is to be listed here.
4. Security Classified Information. Any classified information is to be listed here.
5. Export Controlled Items. List any export controlled items (very unlikely in DEHP)

Please be aware that the Content Register may be completed with ‘non-applicable’ if that is the case for the engagement but it must be submitted by the Contractor,

Payment

The Contractor is required to submit a claim for payment and the contract representative must wither approve or reject the claim. Any rejected claims must be notified to the Contractor in writing within 14 days of the reasons for rejecting the claim and any action required to remediate the claim for payment.

The Commonwealth Contract Representative may agree to accept services with minor omissions, defects of non-compliance and determine a ‘reduction amount’ in consultation with the Contractor.

If payment is late, the Contractor may submit a separate claim for payment of interest. Note there are qualifications documented in the Deed before the application of interest can be applied The DEHP details the payment obligations for Defence and the DEHP member.

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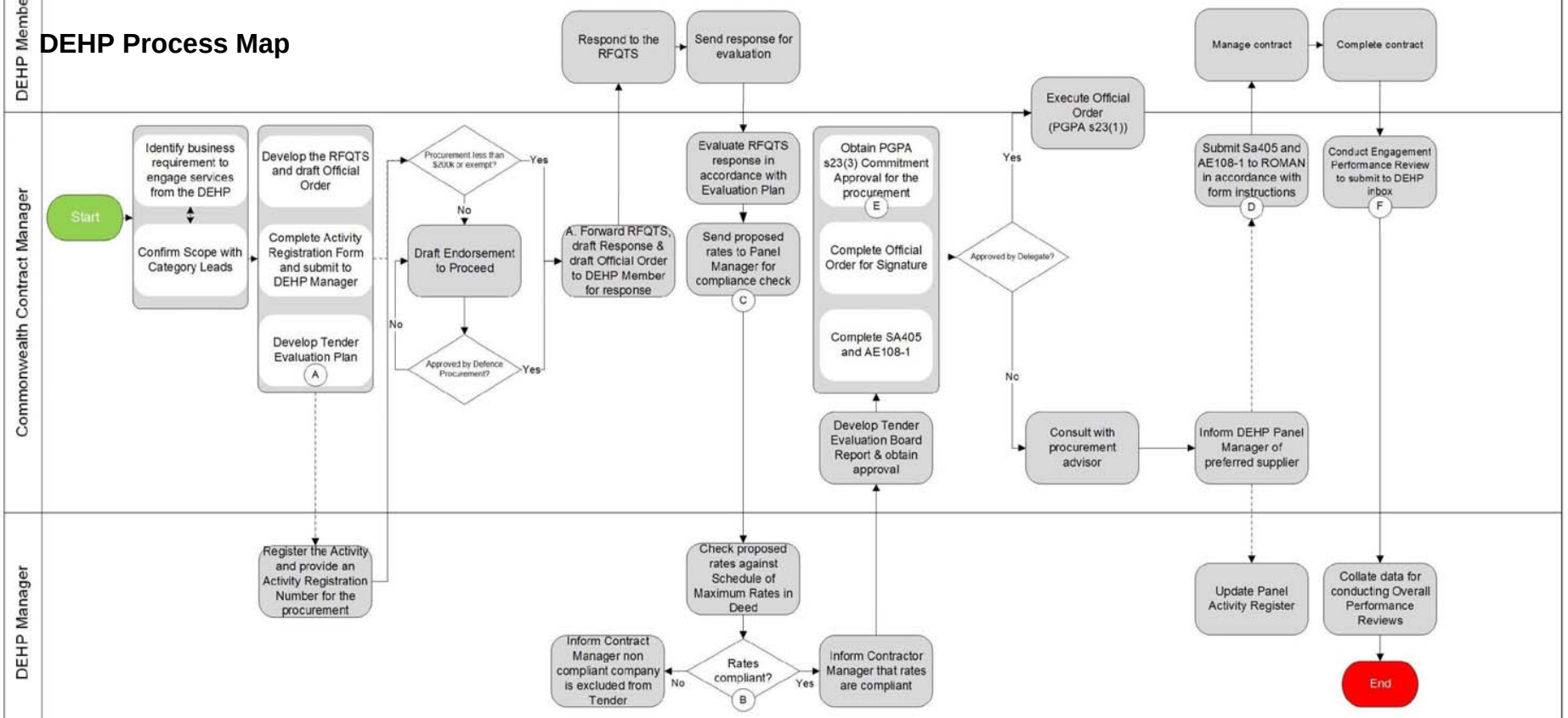
DEHP Process Map


DEHP Member
Commonwealth Contract Manager
DEHP Manager
Notes
Start
Identify business requirement to engage services from the DEHP
Confirm Scope with Category Leads
Develop the RFQTS and draft Official Order
Complete Activity Registration Form and submit to DEHP Manager
Develop Tender Evaluation Plan
A
Procurement less than $200k or exempt?
Yes
No
Draft Endorsement to Proceed
Approved by Defence Procurement?
Yes
No
Register the Activity and provide an Activity Registration Number for the procurement
Respond to the RFQTS
A. Forward RFQTS, draft Response & draft Official Order to DEHP Member for response
Send response for evaluation
Evaluate RFQTS response in accordance with Evaluation Plan
Send proposed rates to Panel Manager for compliance check
C
Check proposed rates against Schedule of Maximum Rates in Deed
Rates compliant?
No
Yes
B
Inform Contract Manager non compliant company is excluded from Tender
Inform Contractor Manager that rates are compliant
Obtain PGPA s23(3) Commitment Approval for the procurement
E
Complete Official Order for Signature
Complete SA405 and AE108-1
Develop Tender Evaluation Board Report & obtain approval
Approved by Delegate?
Yes
No
Execute Official Order (PGPA s23(1))
Consult with procurement advisor
Inform DEHP Panel Manager of preferred supplier
Manage contract
Complete contract
Submit Sa405 and AE108-1 to ROMAN in accordance with form instructions
D
Conduct Engagement Performance Review to submit to DEHP inbox
F
Update Panel Activity Register
Collate data for conducting Overall Performance Reviews
End
Relevant templates for all procurements under the DEHP Deed can be found under 'Templates' of the DEHP Website: http:// www.defence.gov.au /estatemanagement/ support/DEHP
DEHP Users are urged to consult with category leads for their expected category of service. Contact details for Category Leads may be obtained from the DEHP Manager or by looking up details (via the intranet) for the Directors.
Activity Reference Number (ARN) forms must be completed and submitted to the DEHP Panel Manager. This form is available under the 'Templates' section.
An authorised officer must be nominated at the bottom of the RFQTS and is responsible for seeking clarification, managing evaluation process on behalf of the Commonwealth, placing Official Orders, and administering any subsequent contracts, including conducting any performance management requirements.
B Essential requirements are whether the rates are compliant with the maximum panel rates in the Deed of Standing offer and whether the response was submitted on time.
DEHP member is required to respond to the RFQTS in the Defence provided template(s) or provide written notice declining the RFQTS by the due date specified.
RFQTS is evaluated against documented evaluation criteria and a value for money proposition considered accordance with the DPPM and CPRs.
A Requirements to develop a Procurement Plan may vary depending on your own business rules. However a Tender Evaluation Plan MUST be developed and approved prior to approaching the market.
REPORTING OF CONTRACTS
All contracts with a value of $10,000 or more (incl. GST) are to be published on AusTender within 42 days of entering into, or amending the contract. ROMAN will automatically upload the information if the correct SON is entered on the AE108.
C Proposed rates can also be checked for compliance upon receipt of tenders.
E Section 23 Commitment Approval must be obtained prior to an Official order being sent to the preferred DEHP Member.
D The Purchase Order is raised using the web forms SA405 (Request for Purchase or amendment) and AE108-1 (Austender Reporting). These forms are available on the Defence Intranet. When raising the Purchase Order, the SON#, Outline Agreement Number and ARN must be included. Delegate signature must be obtained prior to submitting. Method of Procurement to be quoted on the AE108-1 is 'Open Tender'.
F The Contract Manager is responsible for conducting Engagement Performance Reviews. The templates for these reviews can be found on the DEHP website.
Procurement advice can be sought by contacting Defence.Procurement@defence.gov.au

PART THREE

Australian Government
Department of Defence

GUIDE FOR INDUSTRY MEMBERS

Background

The Defence Estate is a significant national asset comprising areas of land, air and sea with exceptional environmental and cultural value, including Indigenous heritage. Although the estate is managed primarily for military purposes, Defence acknowledges the need to meet environmental obligations, including under the *Environment Protection and Biodiversity Conservation Act 1999 (Cwlth), the Great Barrier Reef Marine Park Act 1975 (Cwlth)* and the *National Environmental Protection (Assessment of Contaminated Sites) Measure 2103 (Cwlth)*. These are three examples of Commonwealth legislation; however, there is other applicable State and local council legislation and/or regulations that impact on the Defence Estate.

Defence continues to seek high standards of environmental performance and acknowledges that effective environmental management is not only vital in its own right, but is essential to ensure long term sustainability of Australian Defence Force capability and the Defence Estate.

The contribution of industry partners, (through the Panel) to achieve effective environmental management is an important component of Defence's environmental success and excellent reputation. Defence seeks to sustain our environmental management reputation through the engagement of industry specialists in service categories.

Term of the Deed (Deed Reference 1.3)

The Deed is legally binding from the 9th February 2014 for a period of 3 years with 2 x 2 year extensions. The Commonwealth may extend the Term of the Deed for one two year period and subsequently the next two period (or a four year period) but not past 10 February 2021. Any extension must be provided in writing not less than three (3) months before expiry of the current term.

Extensions to the Deed will be determined by Defence based on past performance of the panel members.

Contacting the DEHP Manager

The DEHP Manager can be contacted at BDP.DEHP@defence.gov.au

Contractor Point of Contact

The Contractor Panel Representative is the direct point of contact between Defence and contractors for the purposes of administering and implementing the Deed. The roles and responsibilities are outlined in Part One of this manual.

The Contractor must inform the Panel manger immediately if the Contractor Panel representative is replaced.

Company are to ensure that personnel selected for these positions are available, have the capacity to fulfil their roles and that adequate support and administrative resources are provided. This includes a requirement to implement backup systems to ensure the ongoing and seamless discharge of responsibilities.

Contractors should identify at least one additional, experienced member of staff who understands Defence business, is trained and aware of issues affecting the relationship and is able to fulfil key duties of the Contractor Representative and Panel Database Manager including:

- Responding to requests for proposals

- Attending feedback and information meetings
- Facilitating security clearances and sub-contractor approvals
- Working with the Panel Manager to respond to ad hoc project or performance issues
- Updating the Panel Database.

DEHP Competencies

Defence requires companies to meet the competencies as identified in the Minimum Skills Matrix below:

DEHP Minimum Skills Matrix [4]

Standard	Practitioner	Qualified Practitioner	Experienced Practitioner	Discipline Specialist	Pre-eminent Contractor
Qualifications	Vocational education and training sector accreditation	Higher education sector accreditation (minimum advanced diploma level)	Higher degree qualifications or relevant continual training to maintain professional competencies and knowledge	Qualified practitioner with specific qualifications or industry training	Specific tertiary qualifications (Masters Degree or above) and expert industry experience
Professional Body Recognition or Certification		Eligible for industry professional body membership	Attained industry professional body certification	Attained industry professional body membership	Recognised by the industry professional body or peers as the authoritative subject matter expert
Experience	Minimum 3 years in the broad industry stream	Minimum 5 years in the broad industry stream	Minimum 10 years in the broad industry stream and at 3 years in the specialist stream	Minimum 10 years in the broad industry stream and 5 years in the specialist stream	Minimum 10 years in the broad industry stream and 7 years in the specialist stream

Special competency for Contaminated Site Auditors

Defence requires that the company/contractor retain Australian State regulator accredited Contaminated Site Auditors. Each State has EPA Legislation and all Contaminated Site Auditors are to remain compliant with the appropriate State EPA Legislation.

[4] The minimum skills exclude UXO assessment and management, contamination and UXO remediation works.

Special competency for Unexploded Ordnance Service Providers

All service providers (and sub-contractors) providing Unexploded Ordnance Services are to ensure that the person exercising technical control of the delivery of those Services is a member of the Institute of Explosive Engineers and has a minimum of five years' experience, either military or civil, in the industry.

Approval of Key Personnel during Engagements

The Deed requires companies to provide Defence with a list of key personnel when submitting a RFQTS Defence considers these people to be critical to the ongoing maintenance of the relationship between Defence and contractors due to their relevant qualifications and accreditations which assist in delivering the services under the DEHP.

The Deed requires contractors to seek Defence's approval to replace any of these people, particularly however, those in the key positions nominated in the contractor's organisation chart in the Panel Detailed Contractor's Activities Proposal (DCAP). To seek approval the Contractor's Representative (or senior member of staff in the event that the Contractor's Representative is being replaced) must:

- provide a brief email to the Panel Manager, stating the name of the departing staff member, their position and the name of the proposed replacement staff member
- attach a current curriculum vitae which includes the replacement staff member's areas of expertise, qualifications, accreditations and licences and relevant project experience which demonstrates the person's abilities
- upon receipt of an approval email from the Panel Manager, update the contractor's organisation chart for Defence (if necessary)
- update the Panel Database as required.

Defence recognises that there will be other contractor's personnel who will work on its projects and that these people may not have been included in the Panel DCAP team of key people or team of people. The contractor is not required to seek approval for all people in this category unless they will regularly work on Defence projects in key support roles. The contractor must ensure that all staff are trained and educated in accordance with the measures outlined in each organisation's Panel DCAP.

For specific Defence projects, contractors are required to provide the same team that was included in their proposal. Defence recognises that at times due to delays to project start-up, staff turnover and other events, contractors will need to substitute members of a project team. Where there is a need to substitute a key team member, such as a project director or project manager, the contractor must advise the Defence project manager as soon as practicable to discuss a suitable replacement.

Use of Sub-contractors

Defence recognises that contractors will be required to subcontract certain services to sub-contractors at times. At all times contractors remain responsible for the sub-contractor and all subcontracted services as if it was executing the services itself. As such, the Deed obligations apply equally to contractors and sub-contractors.

Before engaging a sub-contractor, contractors must obtain approval from Defence. Approval can be provided in three ways, however, if the sub-contractor services are known prior to the commencement of the engagement, approval must be sought from the Panel Manager.

To ensure that process to approve sub-contractors does not impede responsive services, there are other options for approval. These include (they are not the preferred option and should only be used where a service requirement is immediate :

- A proposed sub-contractor can be nominated in a RFQTS response. Contractors are to include in their proposal (if not specifically required in the proposal request) a description of the sub-contractor organisation, an outline of the components of the methodology that will be undertaken by the sub-contractor, the price for these services (noting they musty align with agreed Deed rates) and curricula vitae of key project staff. Following award of the project to the contractor the nominated sub-contractor will be deemed to have been accepted subject to the Panel Manager receiving a scanned copy of a correctly completed Agreed Sub-contractor Agreement in the format provided by Defence.

- If the need for subcontract services arises during the performance of services, the contractor is to advise the Defence contract manager by submission of an Agreed Sub-contractor Agreement via email (cc: BDP.DEHP@defence.gov.au) of the intention to engage a sub-contractor. The Defence contract manager is authorised to approve the use of the sub-contractor (provided the rates to not exceed the agreed maximum rates) and the contractor is to be advised accordingly. A scanned copy of a correctly completed and signed Agreed Sub-contractor Agreement is to be provided to the Panel Manager with in 5 working days.

Security

Compliance with security requirements by contractors, their personnel and subcontractors is of fundamental importance to Defence. Specific security requirements relevant to the undertaking of projects by the DEHP include:

- Defence must outline any additional security requirements in RFQTS documentation, including the requirement for a contractor's employee(s) to obtain personal security clearances (above the BASELINE requirement of the Deed), the level of security classification of information the contractor will be required to access and/or hold and the minimum standards for its protection.
- Where a project requires a contractor's employee(s) to obtain a personal security clearance above the BASELINE requirement of the Deed, Defence contract managers must provide the necessary documentation to the contractor's project manager who is to arrange completion and submit the completed documents to Defence.
- Contractors must keep a register of active security clearances and applications and advise the Panel Manager of the departure of personnel with active clearances/applications or matters relevant to their suitability to possess a clearance.
- Defence has specific requirements for protecting classified information, both in hard copy and electronic form. Defence project managers must not send classified information to the contractor until the contractor has been notified of and has implemented these requirements. The Contractor's Representative should notify the Panel Manager immediately if any uncertainty exists regarding access, handling or storage of classified information.
- Contractors must return any classified or sensitive information to the Defence project manager at the completion of the project, unless otherwise agreed with Defence.
- Defence must ensure that Contractors have the training and information which allows them to discharge their security requirements under the DEHP.
- As of 1 January 2015, the Australian Government Security Vetting Agency (AGSVA) charges for clearances by non-Government personnel, unless the Government agency agrees to pay for the clearance.

Access to Defence Facilities

Australian Government
Department of Defence

As part of doing business with Defence, contractors will from time to time be required to visit Defence facilities, such as bases and training areas. Each facility is likely to have its own specific access or security requirements. These will be commensurate with the risk associated with the function performed by the site or the resource that is protected.

When planning to visit a Defence staff member, contractors should be conscious of Defence's time constraints and ensure meetings with its personnel are by appointment and for a specific project or purpose (not 'cold calling').

Prior to engagement on each project, contractors should ensure that they understand any specific access, communication or security requirements of the site(s) to be visited.

There are some overriding requirements that should be considered by contractors when visiting Defence sites. Contractors should:

- comply with all access requirements as directed at each site
- carefully plan visits to Defence sites to minimise the burden on site staff
- provide reasonable notice to the Defence project manager/site contact of an intended visit
- arrange to be escorted around the site if necessary
- where the site contact is not directly involved in a project, ask the Defence project manager to call or send an email to the site contact or their manager, stating the name of the proposed visitor and the reason for the visit
- be prepared to obtain a visitor pass (which will require provision of personal identification), to sign in and out of the facility at a guard house or reception area, hand over cameras or mobile phones containing a camera whilst on site, be subjected to searches of bags and other equipment and participate in a site induction or training
- be aware that at times commercial-in-confidence or sensitive information may inadvertently be discussed in a contractor's presence and that contractors must not use or distribute such information to gain a commercial advantage
- obtain/hold a security clearance to access certain areas within a site.

Contractors should at all times be aware of the importance of complying with the specific access requirements of each site and the emphasis Defence places on maintaining a secure environment.

Communication

By acting as Defence's agent, or through its relationship with Defence, contractors will at times be asked to communicate with external parties about Defence projects and the information they have obtained as a result. At all times the contractor is required to act in Defence's best interests and to recognise the confidentiality, commercial-in-confidence and security requirements outlined in the Deed.

Communication with external parties could include:

- contact with Australian, state, territory and local government agencies on Defence or other unrelated projects
- presentations at conferences, expos, seminars and industry events
- production of marketing materials
- requests from media relating to projects
- involvement in or approaches from local community or interest groups.

Contractors must treat all Defence information that is not publicly available as potentially sensitive and should exercise discretion in discussing any details of projects or other matters without Defence's express permission. This is of critical importance in any interaction with the media. Under no circumstances should companies discuss projects with the media without prior Defence approval. Any media enquiries must be directed to the Defence project manager as soon as practicable.

For each project that has a specific requirement for consultation with external parties, the extent of the contractor's authority to act on Defence's behalf should be agreed, preferably at project inception and in all cases prior to the consultation occurring. Especially when dealing with Australian Government or other government agencies, contractors must exercise care to avoid committing Defence or creating an assumption that Defence will comply with particular policies or other requirements.

Similarly, with the development of reports or other written documentation which will or may be seen by other government agencies or external stakeholders, contractors must focus on providing scientific assessments and advice which provide the basis upon which Defence can make decisions, develop policies and determine any requirements to comply with legislation or Government policy.

Some additional requirements exist when communicating with Defence personnel who do not have an environmental role as their core function. While Defence recognises its environmental management commitments under relevant legislation and policies, contractors must at all times be cognisant of Defence's mission to "defend Australia and its national interests". Environmental management is critical to achieving this outcome, however, it is not Defence's core business.

Contractors should ensure that their advice is provided in a manner which demonstrates how measure to manage environmental impacts will contribute to the sustainability of Defence capability.

If any doubt exists regarding communication requirements contractors should seek clarification from the Commonwealth Contract Manager or Panel Manager.

Variations and Scheduling Issues

If issues occur and variations to scope are required, the variation request must be provided to the Commonwealth Contract Manager in writing, prior to the proposed work being undertaken, along with a clear justification for the additional fee. The variation request must also identify any potential impacts on the project schedule.

Maximum Rates

Maximum rates are those agreed in Attachment B of each individual company Deed(s). Labour Categories agreed in the Deed are to be reflected in each RFQTS response and are to not exceed the agreed maximum rates. Responses to RFQTS that provide labour rates in excess of the maximum rates may be found non-compliant during tender evaluation. Defence are not obliged to approach companies to provide further detail if this situation occurs.

If rates for an engagement are submitted in a lump sum, Defence may request a break down of the price in order to analyse the labour rates against Attachment B. Contractors are required to provide a work break down if requested. Failure to provide the price in the format Defence requests may exclude the tender submission from further evaluation.

CPI Adjustments

CPI adjustments are allowable each year under the terms of the Deed. The DEHP member may request the annual increase one month prior to the anniversary of the Deed (9 February) and no later than one month after the anniversary. Defence will not provide a reminder that the CPI adjustment anniversary is due. The DEHP Panel Manager will review each submission to ensure that the CPI adjustment has been applied correctly and in accordance with Attachment F of the DEHP Deed of Standing Offer.

If the new prices are found to be in accordance with Attachment F, a Deed Change document reflecting the new adjusted price will need to be drafted and signed by both parties.

Insurances

Defence require valid insurances to be maintained at all times through out the term of the Deed. Defence will regularly review insurances for currency, however, it is the responsibility of the contractor to provide Defence with renewed insurances as they expire. Defence will suspend those companies who are found to not have valid insurances until the documentation is provided.

Performance Management

Performance management is accordance with Attachment K of the DEHP Deed and is replicated in Part 5 of this document.

Novation

Information on all novation activity must be provided to Defence in writing prior to the actual novation occurring. No period has been identified in the Deed, however the Panel Director anticipates novation advice will be provide at least 6 weeks prior the novation being finalised unless there is a requirement to maintain the commercial integrity of the novation.

Content Register

The intent of the Content Register (CR) is to ensure transparency in relation to the management of Intellectual Property (both foreground and background that is fundamental to the engagement is to be listed) during engagements. The CR is to be submitted to the Commonwealth Contract Representative (Contracts Manager) within one month of the commencement of the engagement in accordance with 4.4 and Attachment H of the DEHP Deed.

The CR should contain the following information and is considered to be a living document that will continue to be updated:

1. Material - Any material that is being used by the Contractor to form opinions that is authored by other entities (e.g. Contamination Standards, Scientific Reports).

2. IP - Any IP (background and foreground) developed for the engagement is to be listed here.

3. Commercial-in-confidence Information. Any commercial information is to be listed here.

4. Security Classified Information. Any classified information is to be listed here.

5. Export Controlled Items. List any export controlled items (very unlikely in DEHP)

Please be aware that the CR can be completed with non-applicable if that is the case for the engagement.

A collated spreadsheet of all CR information is to be provided to the Panel Manager prior to the Annual Review. Failure to provide all relevant CR material will be considered a breach of the Deed and the Panel Director will consider suspension from the Panel until all CR requirements are met.

Reporting

The Activity Register is required to be submitted by 30 June and 31 December each year. It requires only those engagements that were commenced in that reporting period and a Nil Return is required.

Defence may request other reporting at any time during the life or the Deed.

Invoicing

The Terms of Engagement and the DEHP outline the obligations on Defence and contractors with regard to payment for services. To ensure prompt payment there are a number of additional matters which contractors should consider:

- Defence will issue a Purchase Order for each project. The Purchase Order number is to be used as the reference number on any invoices sent to Defence along with any other information to identify the project and the stage of work including project descriptions, site location and the type of work being undertaken.
- The contractor must ensure that invoices contain the correct address for the Commonwealth Contract Manager as per the purchase order issued by Defence.
- Invoices should identify whether the invoice is a progress invoice or a final invoice.
- Any differences between the original proposal and the invoice should be identified to the Commonwealth Contract Manager.
- Invoices should be supported by information that allows Defence to determine the amounts that are payable, the specific project tasks to which the payments relate and the proportion of the total project value that is being invoiced. Supporting documentation could include an invoice breakdown or support schedule, or a Gantt chart identifying invoicing targets for the remainder of the project.

PART FOUR

GUIDE TO THE DEHP FOR COMMONWEALTH AGENCIES

Contacting the DEHP Manager

All queries relating to the management of the DEHP are to be sent to BDP.DEHP@defence.gov.au

Using the DEHP

When a business requirement has been identified for services from the DEHP, the steps below provide guidance on procuring and managing the Services. It is important to note that all procurements from the DEHP must be conducted in accordance with the Commonwealth Procurement Rules (CPRs) and any applicable Agency rules. This manual does not replace any requirements from the policy documents.

The **DEHP Process Map** (page 19) may be used as a guide to processes and procedures in other Government Departments and entities, by substituting equivalents where necessary.

PGPA Act Section 23 Approval

PGPA Act Section 23 Approval for a contract established under the DEHP will need to be obtained. If the spending proposal involves payment over a number of financial years, PGPA Act authorisation will be required. Templates for the PGPA Act Approval are available in the Defence Procurement and Contracting Document Library

Activity Reference Number (ARN)

All users of the DEHP are required to complete an Activity Reference Number (ARN) Form and submit this to the DEHP Manager prior to requesting a quote for Services.

The Panel Manager will provide an ARN for the procurement, and also assess the need for an Attachment J Deed between the Agency and panel members listed on the ARN Form.

The relevant templates for all procurements under the DEHP Deed can be found at the Templates page of the DEHP website, http://www.defence.gov.au/estatemanagement/support/DEHP/ .

Request for Quotation

Users of the DEHP should ensure that they review the Services (Annex A) available prior to developing the RFQTS to ensure that the information provided for quotation is clear, unambiguous and appropriately detailed so that DEHP members understand the nature and scope of work being requested.

The RFQTS is the template that is to be used to outline the nature and requirement of the Services. The template has been designed in either short form (RFQTS) or long form (RFQTS DCAP). Generally, the short form RFQTS can be used for engagements that are considered low risk and under $80,000.00. (This threshold has been put in place as guidance for the DEHP Deed.) However, the short form RFQTS may be used procurements over the threshold if they are considered a low risk to Defence. The selection of the appropriate RFTQS is to be determined by the drafter based on the level of detail and risk associated with the procurement.

Additionally, check that there is not a limit for receiving specialist advice before exercising the PGPA Act delegations.

An authorised officer must be nominated at the bottom of the RFQTS and is responsible for seeking the quotation, managing the evaluation process on behalf of the Commonwealth,

placing any official orders and administering any subsequent contracts, including conducting any performance management requirements.

The completed (and approved) RFQTS is to be forwarded to the relevant Contractor Representative(s) listed at Annex A, including the draft Official Order (which should include any special conditions to the contract, e.g. additional security requirements).

Evaluating the RFQTS

The DEHP member is required to respond to the RFQTS in the Defence provided template(s) or provide written notice declining the RFQTS by the due date specified in the RFQTS.

The RFQTS is to be evaluated against the documented evaluation criteria and a value for money proposition is considered in accordance with the Defence Procurement Policy Manual and Commonwealth Procurement Rules.

The evaluation team are also to provide the Panel Manager with the rates submitted in the RFQTS. The Panel Manager will in turn provide a compliance check against the Maximum Schedule of Rates submitted in the relevant company's Deed. If a fixed price has been provided, Defence are able to request a work break down structure from each company to determine rate alignment.

PGPA Act Approval

PGPA Act Approval must be obtained prior to an Official Order being sent to the preferred DEHP member. A template is available in the Defence Procurement and Contracting Document Library.

Raise a Purchase Order

The Purchase Order should be raised using the Agency's procedures. When raising the Purchase Order, you must include the Standing Offer Number (SON 2030181), the Outline Agreement number for the DEHP member[5] and the ARN.

The method of procurement to be quoted on any Agency form is "Open Tender" noting that the DEHP was established through an open tender process.

Official Order

The Official Order forms the contract, with the terms of the Contract set out in the DEHP Deed of Agreement, Attachments and any special conditions. The draft Official Order is to be finalised once all the approvals and forms have been completed.

Work should only commence from the Contract Commencement Date for a majority of DEHP Services. (The exception is the use of DEHP members to respond to contaminated and/or UXO assessment, management or remediation requirements). The requirement for responsive services dictates the need to confirm Services by phone or email and formal documentation to be followed up as soon as possible (with 5 working days).

Reporting of Contracts

All contracts with a value of $10,000.00 or more (including GST) are to be published on AusTender within 42 days of entering into, or amending the contract.

[5] The Outline Agreement Number is essential. If you are not able to locate the OA number, please contact the Panel Manager.

Contracted Work

The Contractor is required to undertaker and complete the work as specified in the Official Order. A minimum of 10 working days written notice is required to be provided to the Commonwealth Contract Representative for any potential deliverable delay and is to include a detailed justification.

Any issues requiring resolution from either the contractor or Defence are to be discussed immediately between the Commonwealth Contract Representative (the officer who signed the RFQTS) and the Contractor Representative. Any issues that can not be resolved are to be managed under the Deed Dispute Resolution Process.

Variations and Scheduling Issues

The Official Order is to include any option for extension. Variations are to be managed in accordance with the DEHP.

Performance Management

The Commonwealth Contract Representative is responsible for conducting performance management as detailed in Part 5 of this manual for each engagement. An Engagement Review Assessment template is to be completed and provided to the Contractor, and the DEHP Manager (via the DEHP inbox).

Content Register

The DEHP Deed requires the Contractor to provide a Content Register to the Commonwealth Contract Manager within one month of the commencement of the engagement. This requirement is in accordance with Clause 4.4 and Attachment H of the DEHP Deed. The intent of the register is to ensure transparency in relation to the management of Intellectual Property during engagements.

The Content Register should contain the following information and is considered to be a living document that will continue to be updated as required:

1. Material – Any material that is being used by the Contractor to form opinions that is authored by other entities (e.g. Contamination Standards, Scientific Reports).
2. IP - Any IP developed (background or foreground that is fundamental to the report) for the engagement is to be listed here.
3. Commercial-in-confidence Information. Any commercial information is to be listed here.
4. Security Classified Information. Any classified information is to be listed here.
5. Export Controlled Items. List any export controlled items (very unlikely in DEHP)

Please be aware that the Content Register may be completed with ‘non-applicable’ if that is the case for the engagement but it must be submitted by the Contractor,

Payment

The Contractor is required to submit a claim for payment and the contract representative must wither approve or reject the claim. Any rejected claims must be notified to the Contractor in writing within 14 days of the reasons for rejecting the claim and any action required to remediate the claim for payment.

The Commonwealth Contract Representative may agree to accept services with minor omissions, defects of non-compliance and determine a ‘reduction amount’ in consultation with the Contractor.

If payment is late, the Contractor may submit a separate claim for payment of interest. Note there are qualifications documented in the Deed before the application of interest can be applied The DEHP details the payment obligations for Defence and the DEHP member.

Australian Government
Department of Defence

PART FIVE

PERFORMANCE MANAGEMENT

(Defence engagements only)

NOTE: Non-Defence Commonwealth organisations are urged to render an Engagement Performance Review (EPR) for their contracts. This is obtainable from the Templates tab of the DEHP website.
http://www.defence.gov.au/estatemanagement/support/DEHP/Templates.asp

Performance Management

The performance of the Contractor will be documented, measured and reviewed to form the basis of awarding ongoing contracts and continued membership of the DEHP.

Contractor will be subject to three levels of a structured performance review process, including:

- performance review at the individual contract level by the Commonwealth Representative
- performance review at the Panel Agreement level
- random audits [6]of the Service Provider's deliverables against contracted services.

Individual Engagement Performance Review

The Service Provider shall be subject to Engagement Performance Reviews (EPRs) undertaken by a Commonwealth Representative for each Commonwealth contract (Commonwealth Contract Manager).[7]

The EPR will ensure that:

- agreed contract obligations and quality standards are met;
- performance levels are satisfactory; and
- continuous improvement is facilitated in the delivery of the Services.

The Service Provider shall be subject to performance monitoring against Key Performance Indicators (KPI) as identified in the individual contracted services included on the DEHP.

KPIs and ratings for individual contracts can include, or be a combination of, the performance measures detailed in Annex B.

CPRs will occur on completion of each contract by the Commonwealth Contract Manager and be provided to the Panel Manager within ten (10) working days of completion of the contract date.

The provision of EPRs is critical to the effectiveness of the Contract Review Meeting and the Annual Performance Reviews (APRs).

[6] Random audits maybe conducted by the Commonwealth or by a third party appointed by the Commonwealth. The Commonwealth shall provide fourteen days notice prior to the audit.

[7] The Commonwealth Contract Manager is the employee who is responsible for the RFQTS.

The company/contractor shall ensure that 100% of CPRS are finalised and submitted to the Commonwealth Contract Manager and the Panel Manager.

Contract Review Meetings

The Service Provider shall, when required, meet with the Commonwealth Contract Manager to review performance in the provision of the Services based on the EPR.

The Service Provider shall confirm the time and venue for the meeting with the Commonwealth Contract Manager and prepare and distribute an appropriate agenda within five (5) working days prior to the meeting.

The Service Provider shall produce draft minutes for all meetings and provide them to the Commonwealth Contract Manager no later than five (5) working days following the meeting. The Commonwealth Contract Manager may provide comment on the draft no later than five (5) working days from receipt. Changes are to be incorporated and both parties are to authorise the minutes. A copy of the authorised minutes are to be provided to the Panel Manager by the Service Provider no later than two (2) days after authorisation.

Annual Performance Review

The Service Provider will be subject to an Annual Performance Review (APR).[8] APRs will consist of a comparison of the performance of the Service Provider against obligations for all individual contracts (EPRs) and the Panel Agreement during the period for which the review applies.

APRs will be conducted through three mechanisms:

- assessment of statistical data to identify volume and value of work undertaken;
- summation of all EPRs completed during the reporting period; and
- assessment of the Service Provider strategic performance.

The APR will be finalised with the DEHP Panel Manager assessing strategic performance and nominating an annual rating for each Service Provider based on the methodology detailed in Table 1.

[8] The Panel Manager may conduct more frequent performance reviews at their discretion.

Table 1: Annual Performance Review Assessment Methodology

Mechanism	Criteria	Weighting
Statistical Data	o number of contracts won o value of contracts won	**Not scored**
Engagement Performance Reviews Scores	o Average Score from EPRs	**50%**
Content Register	o Provide Content Register in accordance with Deed requirements	**10%**
Annual Performance Reviews	o Approach to performance management (40%) o Approach to continuous improvement (10%) o Approach to risk (40%) o Approach to innovation (10%)	**40%**
TOTAL		**100%**

Final Performance Rating

The Final Performance Rating (FPR) will form the basis for discussion at the annual Deed Review Meetings. FPR's are detailed in Table 2.

Table 2: Final Performance Rating

Final Performance Rating	Score
Exceptional standard	**90-100**
Excellent Standard	**75-89**
Acceptable Standard	**66-74**
Minimum Standard	**56-65**
Unsatisfactory Standard	**Less than 55**

Annual Deed Review Meeting

A Deed Review Meeting (DRM) will be held annually to review the Service Provider's performance during the previous 12 month period. The aim of the DRM is to:

- review and confirm contract statistics for the 12 month period (contract statistics are to be provided by the Service Provider and confirmed by the Panel Manager);
- conduct a central review of the 12 month performance based on the FPR;
- review the effectiveness of panel relationships;
- discuss any industry advancements or opportunities; and
- offer the opportunity for the Service Provider to provide input on matters that arose during the relevant period.

The Service Provider shall attend and participate in DRM arranged and chaired by the Panel Manager. The Panel Manager shall provide the Service Provider with a minimum of five (5) working days notice of the time, venue and agenda of the DRM.

Unless otherwise advised by the Panel Manager, DRMs will be held in Canberra on Commonwealth premises. All travel costs for the Service Provider related to attendance at the DRM are to be borne by the Service Provider.

Exclusion from the DEHP

A review of tenure on the DEHP by the Panel Manager will be triggered by:

1) Failure by the Service Provider to submit more than three (3) EPRs (in a 12 month period);

2) Three (3) or more EPRs that report a minimum standard;

3) Two (2) or more EPRs that report an unsatisfactory standard; and/or

4) An FPR of minimum standard or below.

The Panel Manager has complete discretion at continued inclusion on the Panel of any company/contractor in these circumstances at any time during the life of the DEHP.

Reporting

Contract Progress Reports

The Contractor Provider shall, when required by the Contract, provide written progress reports, including but not limited to the following:

- contract progress,
- actual work conducted,
- actual costs attributed to the contracted work,
- comparative analysis of work completed against work contracted,
- prediction of work effort required to complete the contracted work,
- complete financial status of the contracted work, and
- any issues related to the contracted work and possible resolution mechanisms.

Activity Reports

The Service Provider shall maintain auditable records of all contracted activities in respect of the Panel Agreement. Records are to include:

- a record of all RFQTS received for the DEHP;
- a record and copy of all responses submitted for the DEHP;
- the number (and details) of contracts awarded for the DEHP;
- a record of any variations and/or amendments to awarded contracts; and
- a copy of 100% of EPRs for the period.

The Contractor shall provide the Commonwealth with a summary of the Activity Reports by 28 June and 10 Dec each year. In addition, a collated report of all contracted activity is to be provided to the Panel Manager two (2) weeks prior to the Deed Review Meeting. Activity Reports may be requested by the Panel Manager at any time during the period and shall be provided within ten (10) working days of the request.

Annexes

Annex A - Category of Service Table

Category [9]	Title	Stream
A	**Environmental Management Systems**	• Conduct projects to integrate environmental requirements into Defence business processes and procedures to ensure that Defence's environmental impacts and risks are identified, considered and managed. • Conduct audits and/or reviews of the Defence Environmental Management System (s). • Conduct audits and/or reviews of environmental management methodologies, procedures, processes or documentation. • Conduct environmental data entry tasks and other non-specialised functions. • Develop and review Defence Environmental Management System documentation and/or registers, including but nor limited to: o Environmental Management Programs, o Environmental Risk Registers, o Environmental Management Plans, and o Relevant manuals and guidance material. • Design and/or implement innovative and integrated frameworks of processes and procedures that comprise Defence Environmental Management System (compliant with Defence Site EMS Guidelines). • Undertake site environmental risk assessment processes and identify management solutions and actions. • Document site level Defence Environmental Management System (s). • Assist with the collection, management and analysis of environmental data. • Provide environmental stakeholder consultancy and advocacy. • Develop, implement and/or provide training services relating to Defence EMS.

[9] As a general rule, contractors can only provide services under the categories for which they have been engaged under the DEHPA. For example, where a contractor has been engaged to conduct an environmental impact assessment that requires historic heritage studies, the contractor is to engage the services of a member of the Historic Heritage Assessment and Management category.

Category [9]	Title	Stream
B	**Energy Efficiency, Environmental Resource Management and Sustainability**	**B1: Energy**

		• Provide specialist technical advice:
		  o on existing or emerging energy technologies;
		  o to inform the development of policies, strategies, standards, templates and guidelines relating to energy (for example, energy performance contracts);
		  o for the design and implementation of building control improvements including the installation of hardware including sub-meters and efficiency initiatives; and
		  o on the impact of current and expected Government reporting and accounting schemes relating to energy.
		• Develop and/or integrate documents such as guidelines, strategies, management plans, feasibility studies, scoping studies relating to energy (for example renewable energy feasibility studies, energy management plans).
		• Undertake the review of documents, including but not limited to:
		  o infrastructure design proposals,
		  o guidelines,
		  o management plans,
		  o works schedules,
		  o technical pamphlets, and
		  o compliance conditions.
		• Undertake desktop audits, physical audits and verification of performance and conformance with Defence and Commonwealth requirements. Audits include energy profiling, energy audits, post occupancy reviews and compliance audits.
		• Undertake Environmental data management relating to energy including collecting and entering data, monitoring and reporting on performance or compliance (for example validation of data such as invoice data consumption data and sub metering data).
		• Undertake energy data modelling and analysis.
		• Manage, coordinate and/or facilitate stakeholder engagement(s) relating to energy.
		• Design/review and/or implement key performance indicators and reporting regimes relating to energy.
		• Undertake financial analysis relating to energy, including cost benefit calculations and payback / return on investment (ROI) figures.

Category[9]	Title	Stream
		• Develop, implement and/or provide training services relating to energy. • Prepare and consolidate required documentation to assist Defence to meet Government reporting obligations relating to energy (for example the Government Greenhouse Reporting System (GGER) as part of the EEGO policy).
		B2: Climate Change
		• Provide specialist technical advice: o on existing and emerging technologies, o to inform the development of policies, strategies, standards, templates and guidelines relating to climate change; and o on the impact of current and expected Government reporting and accounting schemes relating to climate change. • Develop and/or integrate documents such as guidelines, strategies, management plans, feasibility studies, scoping studies relating to climate change (for example adaptation studies and management plans). • Undertake the review of documents, including but not limited to: o infrastructure design proposals, o guidelines, o management plans, o works schedules, o technical pamphlets, and o compliance conditions. • Undertake desktop audits, physical audits and verification of performance and conformance with Defence and Commonwealth requirements in relating to climate change. • Undertake Environmental data management relating to climate change including collecting and entering data, monitoring and reporting on performance or compliance (for example validation of data such as invoice data, consumption data and sub metering data). • Undertake climate change data modelling and analysis. • Manage, coordinate and/or facilitate stakeholder engagement relating to climate change. • Design/review and/or implement key performance indicators and reporting regimes relating to climate change.

Category[9]	Title	Stream
		• Undertake financial analysis relating to climate change, including cost benefit calculations and payback / return on investment (ROI) figures. • Develop, implement and/or provide training services relating to climate change. • Prepare and consolidate required documentation to assist Defence to meet Government reporting obligations relating to climate change.
		B3: Sustainable Buildings and Estate
		• Provide specialist technical advice: o on existing or emerging technologies; o to inform the development of policies, strategies, standards, templates and guidelines relating to sustainable buildings and estate (for example advice input into master planning documents); o for the design and implementation of building control improvements including the installation of hardware including sub-meters and efficiency initiatives; o for building tuning and optimising operational performance; and o on the impact of current and expected Government reporting and accounting schemes relating to sustainable buildings and estate. • Develop and/or integrate documents such as guidelines, strategies, management plans, feasibility studies, scoping studies relating to sustainable buildings and estate (for example development and integration of the SMART Infrastructure Requirements). • Undertake the review of documents, including but not limited to: o infrastructure design proposals, o guidelines, o management plans, o works schedules, o technical pamphlets, and o compliance conditions. • Undertake desktop audits, physical audits and verification of performance and conformance with Defence and Commonwealth requirements. Audits include energy profiling, water profiling, energy audits, water audits, post occupancy reviews and compliance audits.

Category[9]	Title	Stream
		• Undertake Environmental data management relating to energy including collecting and entering data, monitoring and reporting on performance or compliance (for example validation of data such as invoice data, consumption data and sub metering data). • Undertake data modelling and analysis relating to sustainable buildings and estate. • Manage, coordinate and/or facilitate stakeholder engagement relating to sustainable buildings and estate. • Design/review and implement key performance indicators and reporting regimes relating to sustainable buildings and estate. • Undertake financial analysis, including cost benefit calculations and payback / return on investment (ROI) figures relating to sustainable buildings and estate. • Develop, implement and/or provide training services relating to sustainable buildings and estate. • Undertake detailed engineering investigations including technical feasibility studies to determine strategies for new infrastructure, repairs, refit or maintenance of infrastructure and operating systems within the Defence estate. • Prepare and consolidate required documentation to assist Defence to meet Government reporting obligations relating to sustainable buildings and estate.
		B4: Water
		• Provide specialist technical advice o on existing or emerging technologies; o to inform the development of policies, strategies, standards, templates and guidelines relating to water (for example advice, water reuse opportunities); o for the design and implementation of building control improvements including the installation of hardware including sub-meters and efficiency initiatives; and o on the impact of current and expected Government reporting and accounting schemes relating to water • Develop and/or integrate documents such as guidelines, strategies, management plans, feasibility studies, scoping studies relating to water (for example water management plans, water recycling feasibility studies). • Undertake the review of documents, including but not limited to: o infrastructure design proposals, o guidelines,

Category[9]	Title	Stream
		○ management plans, ○ works schedules, ○ technical pamphlets, and ○ compliance conditions. • Undertake desktop audits, physical audits and verification of performance and conformance with Defence and Commonwealth requirements. Audits include water profiling, water audits, and compliance audits. • Undertake Environmental data management relating to water including collecting and entering data, monitoring and reporting on performance or compliance (for example validation of data such as invoice data, consumption data and sub metering data). • Undertake water data modelling and analysis. • Manage, coordinate and/or facilitate stakeholder engagement relating to water. • Design/review and implement key performance indicators and reporting regimes relating to water. • Undertake financial analysis relating to water, including cost benefit calculations and payback / return on investment (ROI) figures. • Develop, implement and/or provide training services relating to water as directed. • Prepare and consolidate required documentation to assist Defence to meet Government reporting obligations relating to water.
		B5: Waste Minimisation
		• Provide specialist technical advice: ○ on existing or emerging technologies); and ○ to inform the development of policies, strategies, standards, templates, implementation plans and guidelines relating to waste minimisation. • Develop and/or integrate documents such as guidelines, strategies, management plans, feasibility studies, scoping studies relating to waste minimisation. • Undertake the review of documents, including but not limited to: ○ infrastructure design proposals, ○ guidelines,

Category[9]	Title	Stream
		o management plans, o works schedules, o technical pamphlets, and o compliance conditions. • Develop and/or undertake desktop audits, background research, desktop assessments, physical audits, risk assessments, environmental works and verification of performance and conformance with Defence and Commonwealth requirements relating to waste minimisation. • Undertake data management, modelling and analysis relevant to waste minimisation (for example collecting and entering data, monitoring and reporting on performance or compliance, validation of data such as invoice data, consumption data and emission data). • Manage, coordinate and/or facilitate stakeholder engagement relevant to waste minimisation. • Design/review and/or implement key performance indicators and reporting regimes relating to waste minimisation. • Undertake financial analysis, including cost benefit calculations and payback / return on investment (ROI) figures as part of determining project options and issues for waste minimisation. • Develop, implement and/or provide training services relating to waste minimisation. • Undertake reviews for the improvement of life-cycle management for the initial and end use of waste products. • Develop innovative environmental and/or scientific solutions to meet waste performance targets and waste project issues to improve the estate operations and maintenance to minimise waste. • Prepare and consolidate required documentation to assist Defence to meet Government reporting obligations relating to waste (for example the National Packaging Covenant (APC), Movement of controlled waste (MCW) NEPM and National Waste Policy). • Interpret and apply industry/government specific codes, national standards and National Waste Policy Product Stewardship schemes for policy development.
		B6: Sustainable Procurement
		• Provide specialist technical advice: o on future technologies; o to inform the development of policies, strategies, standards, templates and guidelines relating to sustainable

Category[9]	Title	Stream
		procurement; and o on the impact of current and expected Government reporting and accounting schemes relating to sustainable procurement. • Develop and integrate documents such as guidelines, strategies, management plans, feasibility studies, scoping studies relating to sustainable procurement. • Undertake the review of documents, including but not limited to: o infrastructure design proposals, o guidelines, o management plans, o works schedules, o technical pamphlets, and o compliance conditions. • Undertake desktop audits, physical audits and verification of performance and conformance with Defence and Commonwealth requirements relating to sustainable procurement. • Undertake environmental data management relating to sustainable procurement including collecting and entering data, monitoring and reporting on performance or compliance (for example validation of data such as invoice data). • Undertake sustainable procurement data modelling and analysis. • Manage, coordinate and/or facilitate stakeholder engagement relating to sustainable procurement. • Design/review and/or implement key performance indicators and reporting regimes relating to sustainable procurement. • Undertake financial analysis, including cost benefit calculations and payback / return on investment (ROI) figures relating to sustainable procurement. • Develop, implement and/or provide training services relating to sustainable procurement. • Prepare and consolidate required documentation to assist Defence to meet Government reporting obligations relating to sustainable procurement.
C	**Biodiversity, Landscape Management,**	**C1: Environmental Impact Assessment**

Category[9]	Title	Stream
	Environmental Impact Assessment and Bushfire Preparedness Planning	• Conduct and report environmental impact assessments10 that include: o specific, detailed and justified consideration of all EPBC Act triggers including MNES and Commonwealth actions/lands/waters; o issues relating to sustainable management; o issues relating to pollution/contamination prevention and management; o issues relating to biodiversity and natural resources conservation; and o relationships with regulators and the community. • Undertake peer reviews of independent environmental impact assessments that have the potential to impact of Defence interests, including those that have been prepared for Defence activities and non-Defence activities. • Develop and review compliance conditions associated with development proposals and impact assessments. • Undertake economic cost benefit analysis of project options contained in environmental assessments and other planning documents, including offset requirements. • Develop environmental mitigations strategies (engineering and scientific) to minimise environmental impacts. • Prepare EPBC Act referrals and relevant supporting documents, including but not limited to: o Preliminary Information, o Public Referral Reports, o Environmental Impact Statements, and o Strategic Assessments. • Undertake public consultation and advocacy relating to Defence actions and impact mitigation strategies. • Conduct compliance auditing against legislative obligations and Defence approval conditions, including but not limited to: o conditions and protection measures for EPBC Act approvals; o Defence Environmental Assessment Reviews (EARs); and o Environmental Clearance Certificates (ECCs) processes. • Prepare environmental management plans (construction and operations).

[10] Defence may require EIS reports to be peer-reviewed.

Category[9]	Title	Stream
		• Prepare Environmental Clearance Certificates. • Prepare Environmental Reports.
		C2: Biodiversity and Landscape Management
		• Develop technical documents relating to Biodiversity and Landscape Management, including but not limited to: o management plans, including constraints and opportunities analysis; o conservation notes; o technical pamphlets; and o training packages. • Conduct desktop assessments including but not limited to: vegetation, fauna, weed and pest distribution and occurrence (on and off the Defence estate). • Conduct field surveys associated with Biodiversity and Landscape Management, including but not limited to: vegetation, fauna, weeds, pests, soils, wetlands and general land condition. • Undertake environmental works associated with Biodiversity and Landscape Management, including but not limited to: vegetation enhancement, weeds and pest management, soil erosion works. • Collect and provide environmental GIS data (in accordance with Defence spatial data requirements). • Review documents relating to Biodiversity and Landscape Management, including but not limited to: o infrastructure design proposals, o guidelines, o management plans, o recovery plans, o threat abatement plans, o environmental assessments, o conservation notes, and o technical pamphlets. • Manage/coordinate and/or facilitate internal and external stakeholder engagement and advocacy. Develop training material relating to biodiversity, biosecurity, soils management and other aspects of environmental

Category [9]	Title	Stream
		stewardship relevant to Landscape Management.
		C3: Bushfire Preparedness Planning
		• Develop site or property based bushfire management plans in accordance with Defence policy and guidelines, including but not limited to: o developing or using regional models of fire behaviour to predict bushfire spread and behaviour; o determining what levels of suppression response capacity are required to contain bushfires at different fire danger ratings; o prescribing burning and other Bushfire Mitigation Works that are actionable, ecologically appropriate, cost-efficient, and able to be safely conducted; and o identify command and control arrangements, including partnership arrangements with emergency services, for inclusion in the Response section of the BMP (based on the AIIMS Incident Control System for fire incident management). • Review existing site or property based bushfire management plans • Develop and/or review Defence fire policies. • Conduct and document bushfire hazard monitoring assessments (fuel loads, Bushfire Attack Level (BAL) according to relevant Australian Standard(s). • Prepare bushfire awareness material and training.
D	**Contaminated Sites Assessment and Management and Pollution Prevention, (including Unexploded Ordnance Related Materials Assessment and Management)**	**D1: Contaminated Sites Assessment and Management**
		• Undertake desktop and detailed intrusive contamination investigations in accordance with the *National Environmental Protection (Assessment of Contaminated Sites) Measure 2013* and, where appropriate, other Commonwealth, State and Territory legislation, requirements and guidance. • Undertake contamination remediation project design, including but not limited to: o environmental approvals; o remediation action plans; o remediation action reports;

Category[9]	Title	Stream
		o remediation concept design; o remediation options analysis; o cost benefit analysis; o development of works contractor tender documentation; o participation in tender processes and assessment; o validation design and delivery in support of remediation projects o validation of remediation outcomes; and o design and develop scopes of work for the rehabilitation of UXO sites. • Undertake statutory and non-statutory contaminated sites audits, including but not limited to: o hazardous material assessments, and o prepare and issues site audit statements to meet relevant State and Territory legislation, including those subject to disposal. • Undertake soil and ground water remediation research, technical development, testing and monitoring programs. • Prepare assessments, reviews, policy position and information papers, operational plans, and audits in support of programs aimed at improving the life-cycle management of activities and substances with the potential for pollution. • Prepare EPBC referrals and environmental assessments, including but not limited to: o Environmental Impact Statements, and o Public Environment Reports • Provide high level technical advice to Defence with regard to the conduct of its contamination management and/or remediation projects, including compliance with relevant Workplace Health and Safety legislation, environmental legislation and international policy (such as the Chemical Warfare Convention). • Assist Defence appointed Project Managers to manage and administer remediation contractors engaged to Defence for 'design and construction' of remediation projects. • Project Management and Contract Administration of Defence appointed contractors and contractors engaged to undertake contamination management and remediation projects, including those involving UXO and chemical warfare agent related contaminants. • Contract Administration of the General Environmental Remediation Works Contract and Chemical Agent Remediation Contract. • Coordinate and/or conduct stakeholder engagement.

Category[9]	Title	Stream
		• Assist in the preparation of tender and contract documentation for contractor works, including performing tender briefings and pre-tender site inspections and evaluation of tenders.
		D2: Unexploded Ordnance Assessment and Management
		• Coordinate and manage UXO including chemical related materials assessment survey(s). • Provide strategic advice on the planning, development, management and auditing requirements for UXO and chemical warfare related materials, including but not limited to: o Land management, o Zoning proposal, o Property divestment, and o Range planning and maintenance. • Provide specialist technical advice to inform the development of policies, strategies, standards, templates, implementation plans and guidelines relating to UXO assessment and management. • Undertake and report upon site historical research of military usage and activity likely to have resulted in ordnance-related or chemical agent contamination, including but not limited to; o Time frames of such usage; o Formations and units that occupied and/or used the site, together with principal weapons systems likely to have been used and natures and types of explosive ordnance and chemical warfare related materials associated with those weapon systems; o Types and natures of explosive ordnance or chemical warfare related materials remaining at the site; o Locations of firing points, impact and danger areas and other similar high risk areas; o The identification of demolition or disposal areas, including information on quantities, natures, and types of explosive ordnance or chemical warfare related items disposed of and the methods of disposal, including the likely spatial extent of the disposal; o The locations of disposal points (including burial sites) or areas that potentially present explosive ordnance and/or chemical contamination hazards; and o The effects of any local natural or cultural features that may either increase or lessen the effects of any ordnance-related contamination. • Provide specialist advice in project design and development of scopes of requirement for UXO related projects; and

Category [9]	Title	Stream
		• Provide technical support in the preparation of tender and contract documentation for UXO remediation works, including but not limited to: o Conducting tender briefings; o Conducting pre-tender site inspections; and o Evaluating tenders.
		D3: Pollution Prevention
		• Provide specialist technical advice to: o inform the development of strategies and policies; o develop standards and templates; o develop implementation plans; o develop guidelines; o inform on existing or emerging technologies; o inform on the life-cycle management of military equipment; o inform on the life-cycle management of infrastructure projects; and o inform on Defence Environmental Management System implementation programs. • Develop and/or integrate documents such as guidelines, strategies, management plans, feasibility studies, scoping studies relating to pollution prevention. • Develop and/or undertake desktop audits, background research, desktop assessments, physical audits, risk assessments, environmental works and verification of performance and conformance with Defence and Commonwealth requirements relating to pollution prevention. • Undertake data management, modelling and analysis relevant to pollution prevention (for example collecting and entering data, monitoring and reporting on performance or compliance, validation of data such as invoice data, consumption data and emission data). • Manage, coordinate and/or facilitate stakeholder engagement relevant to pollution prevention. • Design/review and/or implement key performance indicators and reporting regimes relating to pollution prevention. • Undertake financial analysis, including cost benefit calculations and payback / return on investment (ROI) figures as part of determining project options and issues for pollution prevention.

Category[9]	Title	Stream
		• Develop, implement and/or provide training relating to pollution prevention • Undertake reviews for the improvement of life-cycle management for the initial and end use of potential pollutants. • Develop innovative environmental and/or scientific solutions to project issues, estate operations and maintenance to minimise pollution prevention. • Prepare and consolidate required documentation to assist Defence to meet Government reporting obligations relating to pollution prevention, including but not limited to: o National Environmental Protection Measures (NEPM); and o National Pollutant Inventory.
E	**Heritage Assessment and Management**	**E1: Historic Heritage Assessment and Management**
		• Assess the historic heritage (including archaeological) significance of Defence-managed properties in accordance with EPBC Act criteria and any relevant guidelines. • Prepare relevant documentation including, but not limited to: o heritage management plans; and o covenants, heritage management strategies and nominations to State/Territory heritage registers for disposal properties. • Conduct heritage impact assessments for works with potential to impact on historic heritage values. • Provide strategic advice on, but not limited to: o planning, development and management of historic heritage sites and values; o management of historic heritage on the Defence Estate; and o heritage policy. • Develop, review and/or implement: o the Defence Heritage Strategy; and/or o Defence heritage guidelines. • Conduct thematic studies of historic heritage places on the Defence Estate; • Develop and/or conduct desktop assessments, field surveys, and condition assessments for historic heritage assets. • Scope, design and/or supervise heritage works to, and maintenance plans for, historic heritage places.

Category[9]	Title	Stream
		• Conduct heritage audits, including but not limited to: o reviewing the effectiveness of the implementation of heritage management plans for key historic heritage assets; and o reviewing and/or compliance checks of heritage management plans, heritage impact assessments and other heritage studies. • Prepare assessments, referrals, nominations and other documentation as required under the provisions of the EPBC Act. • Undertake or assist with public consultation, stakeholder engagement and advocacy. • Develop and deliver historic heritage awareness training. • Monitor condition of historic heritage values, including but not limited to: o Buildings; o Built structures; and o Cultural landscapes. • Develop, review and/or facilitate the interpretation of key historic heritage assets. • Provide specialist advice relating to conservation of heritage items, historic plantings, cultural landscapes, or other historic heritage issues.
		E2: Natural Heritage Assessment and Management
		• Assess the natural heritage significance of Defence-managed properties in accordance with EPBC Act criteria and any relevant guidelines. • Prepare relevant documentation including, but not limited to: o heritage management plans; o covenants, heritage management strategies and nominations to State/Territory heritage registers for disposal properties. • Conduct heritage impact assessments for works with potential to impact on natural heritage values. • Provide strategic advice on, but not limited to: o planning, development and management of natural heritage sites and values; o management of natural heritage on the Defence Estate; and

Category[9]	Title	Stream
		○ heritage policy. • Develop, review and/or implement: ○ the Defence Heritage Strategy; and/or ○ Defence heritage guidelines. • Develop and/or conduct desktop assessments, field surveys, and condition assessments for natural heritage assets. • Conduct heritage audits, including but not limited to: ○ reviewing the effectiveness of the implementation of heritage management plans for key natural heritage assets; and ○ reviewing and/or compliance checks of heritage management plans, heritage impact assessments and other heritage studies. • Prepare assessments, referrals, nominations and other documentation as required under the provisions of the EPBC Act. • Undertake or assist with public consultation, stakeholder engagement and advocacy. • Develop and deliver natural heritage awareness training. • Monitor condition of natural heritage values, including but not limited to: ○ large, intact, natural areas.; ○ specific landscape features; ○ social values attributable to a natural place; and ○ areas contributing to World Heritage Places. • Develop, review and/or facilitate the interpretation of key natural heritage assets. • Provide specialist advice relating to natural heritage issues as distinct from ecological or biodiversity conservation advice.
		E1: Indigenous Heritage Assessment and Management
		• Assess the Indigenous heritage (including archaeological) significance of Defence-managed properties in accordance with EPBC Act criteria and any relevant guidelines. • Prepare relevant documentation including, but not limited to: ○ heritage management plans;

Category[9]	Title	Stream
		○ plain English versions of heritage management plans for distribution to Traditional Owners; and ○ covenants, heritage management strategies and nominations to State/Territory heritage registers for disposal properties. • Conduct heritage impact assessments for works with potential to impact on Indigenous heritage values. • Provide strategic advice on, but not limited to: ○ planning, development and management of Indigenous heritage sites and values; ○ management of Indigenous heritage on the Defence Estate; and ○ heritage policy. • Undertake or assist with: ○ Indigenous participation in site surveys (including anthropological surveys or cultural mapping) ○ consultation with Traditional Owners when developing management recommendations for heritage management plans; ○ liaison and/or negotiation with Traditional Owners about proposed works at Indigenous heritage sites on Defence land. • Develop, review and/or implement: ○ the Defence Heritage Strategy; and/or ○ Defence heritage guidelines. • Develop and/or conduct desktop assessments, field surveys, and condition assessments for Indigenous heritage sites. • Scope, design and/or supervise heritage works to, and maintenance plans for, Indigenous heritage sites. • Conduct heritage audits, including but not limited to: ○ reviewing the effectiveness of the implementation of heritage management plans for key Indigenous heritage assets; and ○ reviewing and/or compliance checks of heritage management plans, heritage impact assessments and other heritage studies. • Prepare assessments, referrals, nominations and other documentation as required under the provisions of the EPBC Act. • Undertake or assist with public consultation, stakeholder engagement and advocacy. • Develop and deliver Indigenous heritage awareness training. • Monitor condition of Indigenous heritage values.

Category[9]	Title	Stream
		• Develop, review and/or facilitate the interpretation of key Indigenous heritage assets. • Provide specialist advice relating to Indigenous heritage issues.
F	**Contamination Remediation Works (including Unexploded Ordnance Remediation Works)**	**F1: Contamination Remediation Works**
		• Undertake remediation civil works (i.e. any physical remediation or associated works) including, but not limited to: o Decommissioning, removal and validation of above and underground storage tanks; o Sediment and erosion control works; o Geophysical surveys; o UXO safe path finding and safeguarding; o Onsite Capping and Containment; o Excavation and offsite disposal; o Soil treatment including; vitrification, soil washing, immobilisation/stabilisation, catalytic chemical oxidation, thermal oxidation, acid leaching, air sparging; o Bioremediation and Phytoremediation; o Permeable reactive barriers; o Pump and treat; o Soil vapour and/or solvent extraction; and o Identification and clean up of asbestos in soil. • Reinstate remediated sites, including but not limited to: o refilling excavations with stockpiled clean material or validated imported backfill, o topsoiling, and o revegetation. • Undertake remediation works design and validation, including the requirement to conduct all aspects of siting, design, method of works, approvals/licences/compliance certificates from relevant issuing authorities, insurances, operation, waste classification (including certification as Free From Explosives) and treatment of contaminants and materials, waste tracking and controls, site management & access control and decommissioning activities.
		F2: Unexploded Ordnance Remediation Works

Category[9]	Title	Stream
		• Undertake and report upon UXO and chemical warfare materials assessment surveys to confirm or discount information produced from historical research. Assessment survey work is to include, but is not limited to: o the determination of the locations, o area limits, o densities, o depths, o types and natures of materials, and o inert ordnance-related items of types (including explosive ordnance waste) likely to pose a risk. • Undertake and report upon relevant remediation operations designed to reduce the hazard within those areas found to be UXO or chemical warfare materials affected. • Process and dispose of explosive ordnance waste (EOW) in such a manner that it can readily be recycled as scrap metal. • Dispose of or demolish (including explosive demolition, burning and breakdown) of conventional derelict Explosive Ordnance and Unexploded Ordnance. • Dispose of chemical warfare agent charged derelict ordnance and storage containers, UXO and EOW (including arisings from disposal operations) that may be contaminated.

Australian Government
Department of Defence

Annex B - Contract Performance Review Matrix

Service Categories A, B, C, and E

Key Performance Indicator	Measure	Rating	Total Rating
Understanding Defence Objectives in the Contract	Demonstrated a comprehensive understanding of the relevant legislation and/or Commonwealth policy for the task	**10**	**20**
	Effectively consulted with all relevant stakeholders	**10**	
Service Delivery	Contract deliverables met the requirements of the Contract	**20**	**50**
	Contract deliverables were of a quality to meet Commonwealth standards	**10**	
	Schedules aligned with the Contract requirements	**10**	
	Contract deliverables provided a value-add to the Commonwealth's intended outcomes for the Contract	**10**	
Contract administration and compliance	Payment claims were substantiated in accordance with the Contract	**5**	**20**
	All obligations were met in accordance with the Contract	**5**	
	Variations were managed in accordance with the Contract	**5**	
	Contract non-compliance was managed effectively	**5**	
Key Personnel	Key Person changes did not impede the schedule or outcomes of the Contract	**5**	**10**
	Key Person changes involved personnel of equivalent experience, qualifications and expertise	**5**	
Rating (out of 100)			**100**

Service Categories D and F

Key Performance Indicator	Measure	Rating	Total Rating
Understanding Defence Objectives in the Contract	Demonstrated a comprehensive understanding of the relevant legislation and Commonwealth policy for the task	**10**	**15**
	Effectively consulted with all relevant stakeholders	**5**	
Service Delivery	Contractor project plans are developed and implemented in accordance with the Contract	**15**	**55**
	Contract deliverables met the requirements of the Contract	**15**	
	WHS obligations are met	**10**	
	Contract deliverables were of a quality to meet Commonwealth standards	**10**	
	Contract deliverables provided a value-add to the Commonwealth's intended outcomes for the Contract	**5**	
Contract administration and compliance	Variations were managed in accordance with the Contract	**15**	**25**
	Payment claims were substantiated in accordance with the Contract	**10**	
Key Personnel	Key Person changes did not impede the schedule or outcomes of the Contract and any changes of personnel were of equivalent experience, qualification and expertise	**5**	**5**
Rating (out of 100)			**100**

Annex B1 - Contract Performance Review Ratings

Rating	Score
Exceptional standard with significant value-add to Defence provided	**90-100**
Excellent Standard	**75-89**
Acceptable Standard	**66-74**
Minimum Standard (some re-work of deliverables required)	**56-65**
Unsatisfactory Standard	**Less than 55**

Annex C – WHS Agenda for Meetings

The following matters must be included as Agenda Items at all Project Team Meetings (and other meetings required under a DEHP Contract, as relevant).

The matters noted in items 2-7 below may be addressed by way of consideration and discussion of the Contractor's/Contractor's WHS Report (if these matters are addressed in the WHS Report in sufficient detail).

1. Review of Contractor/Contractor WHS Report
2. Notifiable Incidents and near misses
3. Review of Hazard/Risk and Action Log
4. Contractor/Sub-contractor /Defence WHS policies and procedures update
5. Consultation, Co-operation and Co-ordination actions (past, present and future)
6. Provision of Written Assurances and other WHS information
7. Any other WHS matters

WHS REPORTING TEMPLATE FOR DEHP CONTRACTS

No	WHS Issue	Contractor/Sub-contractor Report
	Consultation, Co-operation and Co-ordination	
	Written assurances and information provision	
	Design risk issues	
	Hazard/Risk Action Log Review	
	Review of Work Health Safety Management Plan	
	Review of Safe Work Method Statements and subcontractor management	
	Approvals -Licenses/Authorisations/Experience/Qualifications requirements	
	Contractor/Contractor WHS Policies and Procedures Update	
	WHS Induction and training program	
	Notifiable Incidents and near misses	
	Regulator investigations / Regulator notices	
	Any other WHS matters	
Name of Report Author:	**Date of Report: …../…../…..**	

Annex D – WHS Action Log

How to Use the Hazard, Risk and Action Log

It is a Defence requirement that the Log is developed prior to the commencement of the Contractor's/sub-contractor's Activities on site. It must be updated regularly by the Contractor prior to each project meeting (and forwarded to the Contract Administrator no later than 3 Business Days before the date of the project meeting).

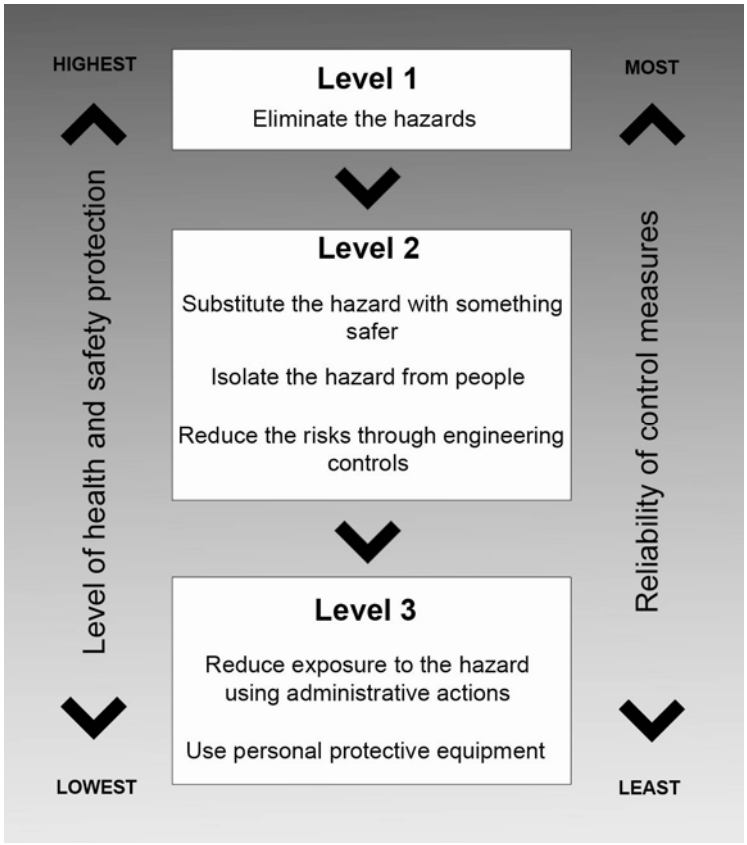
The Log is to be discussed and any necessary amendments made (including revised control measures) at each project meeting. The revised Log is to be issued by the Contractor/Contractor to Defence, the PM/CA and any other PCBU owing WHS duties concerning the matters the subject of the Log within 3 Business Days following the project meeting.

The Log is to be completed in accordance with the risk management methodology in the WHS Legislation and the Code of Practice 'How to Manage Work health and Safety Risks'.

Examples of common hazards that should be addressed in the Log include the following:

- Noise
- Hazardous chemicals
- Synthetic mineral fibres
- Asbestos
- Machinery and equipment
- Heights
- Electricity
- Manual tasks

The hierarchy of control measures to be applied in determining the management or risks is to accord with the diagram below.



The Contractor/Contractor and Defence must keep records which demonstrate a risk management approach has been applied to the Project and the identification of hazards and risk. Records to be kept include the following:

- hazards that were identified, risks assessed and control measures chosen (including worksheets or assessment tools used in addition to the Log);
- records of consultation, co-operation and co-ordination with concurrent duty holders;
- how and when control measures were implemented, monitored and reviewed (in addition to the Log); and
- any relevant training records.

Australian Government
Department of Defence

Annex D1: WHS Action Log

Department of Defence: DEHP

Work Health and Safety Template WHS Hazard/Risk and Action Log

Project Name:……..

Date Created:……..

Date of Meeting:…….

Completed by:…… (Name and Title)

	Hazard	Risk	Control measure/action	Timing for control measures	Responsibility	Status/ Reviewed control measures	Comments

Annex E – WHS Written Assurance Template

In accordance with Clause 9.3 of the DEHP Deed, the Contractor must provide written assurance to the Panel Manager (when requested) concerning the matters listed below (in the format below).

Relevant clauses of the Suite of Contracts are as follows:

Written Assurance Clauses

Suite Contract	Written Assurance Clause
DEHP Deed	9.3

Who can Provide Written Assurances?

The Commonwealth requires that the person who provides the written assurances on behalf of the Contractor has knowledge of the matters about which they are providing the assurances. In practice, this means the Contractor's Representative or other senior manager/director/officer of the Contractor.

Written Assurance Template

I [*insert assurance givers name*] on behalf of [*insert contractor name*] gives the following assurances to the Commonwealth. [*insert contractor name*] has:

1. complied with the WHS Legislation and ensured its subcontractors have complied with the WHS Legislation in delivering the Works and the Contractor's Activities;
2. complied with its duties and obligations as a principal contractor;
3. notified the Commonwealth and the Contract Administrator of all notifiable incidents arising out of the conduct of its business or undertaking concerning the Works or the Contractor's Activities;
4. provided the Commonwealth with copies of any notices or communications issued by a regulator (or its agent or a HSR) in connection with the Contractor's Activities or the Works;
5. provided the Commonwealth with copies of any communications or undertakings given by the Contractor to a regulator (or their agent or a HSR) in connection with the Contractor's Activities or the Works;
6. regularly reviewed and updated its Work Health and Safety Plan;
7. instituted systems to obtain regular written assurances from Other Contractors and subcontractors concerning their ongoing compliance with the WHS Legislation, including the duty of due diligence (and provided these written assurances to the Contract Administrator);
8. provided the Contract Administrator with a written report at each meeting (or as otherwise required by the Contract) concerning work health and safety matters, including a summary of the Contractor's compliance with its work health and safety obligations;
9. exercised a duty of utmost good faith to the Commonwealth in carrying out the Contractor's Activities;
10. ensured its subcontracts include equivalent work health and safety provisions to those in the Contract;
11. ensured that persons required to be authorised, or licensed to carry out work at the workplace (in accordance with the WHS Legislation) are licensed or authorised and comply with the conditions of their authorisation/licensing;
12. ensured all plant used at the workplace that the WHS Legislation required to be registered, is registered (and that its design is registered);
13. provided the Contract Administrator with all information required to be provided by a designer/manufacturer/supplier/importer/commissioner (as relevant) under the WHS Legislation concerning plant, substances and structures;

14. has provided the Contract Administrator with a safe design report specifying the hazards relating to the design of the structure, as required by the WHS Legislation;
15. complied with the WHS Legislation's duties concerning the management, storage and use of hazardous chemicals; and
16. not used any asbestos containing material in carrying out the Contractor's Activities and in delivering the Works.

Signature of Contractor's Representative

……

Name of Contractor's Representative

……

Position of Contractor's Representative

……